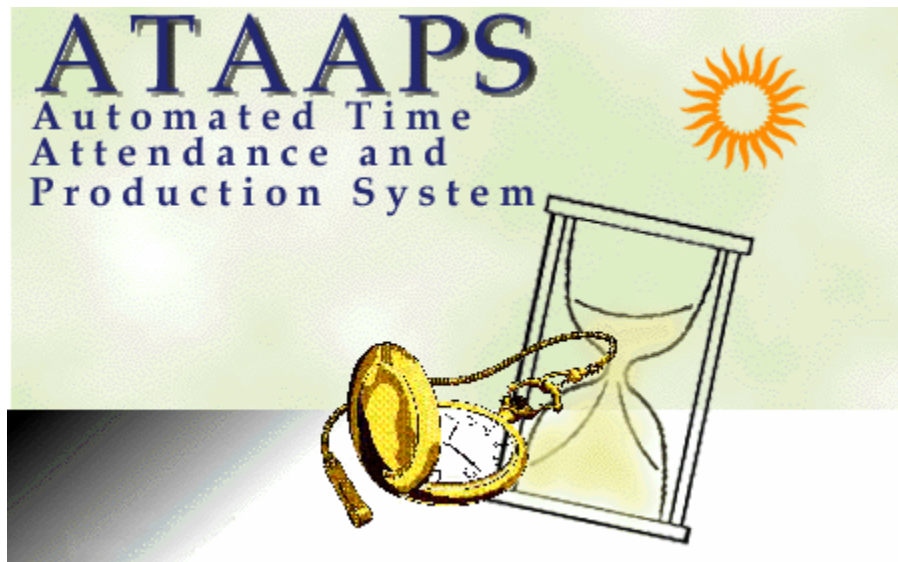


U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide – Personnel Management

Prepared By:

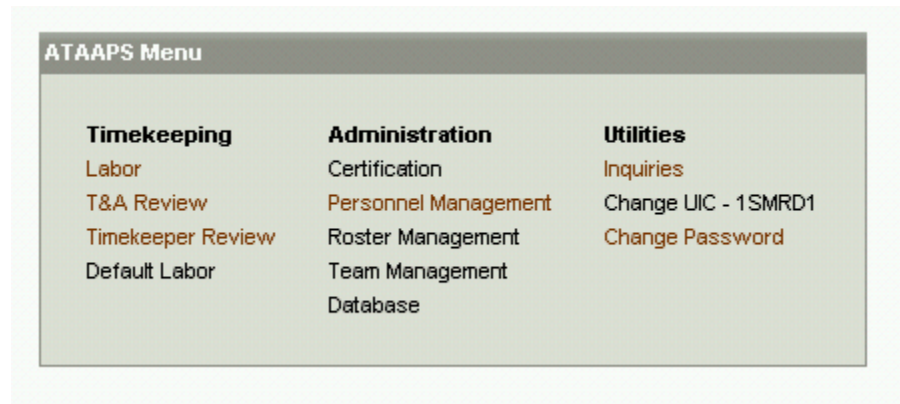
Capital Accounting Center

March 2004

DESKGUIDE – ATAAPS PERSONNEL MANAGEMENT

Release 04-10

1. Personnel Management (PM) is accessed to: Add new employees; Change employee properties; Add or change Tour of duty; and Add defaults and favorites. Access to PM is a separate security setting granted by the Customer Service Representative (CSR). Care should be exercised on who is granted this security setting.
2. PM is accessed through the main menu. If access is granted the menu item is shown in brown vice black. Place the cursor under the Personnel Management hyperlink and click.



3. The system defaults to either the person logged on if they are a timekeeper for the team in which they are assigned or the first person in a team for which they are a timekeeper. The Team drop down contains all teams for which they are a timekeeper. The employee drop down contains all employees assigned to that team.

Administration: Personnel Management: Properties Menu | Logout | Help ?

Employee Information
Logged In As: PERSMGT, TK UIC: 1SMRD1
Team: ORG46-D1 Team
Employee: PERSMGT, TK << >> Employee
Work Center: ORG46 - ORG46-D1

Properties Labor Properties Tour Day Perm. Tour Team/Roster Type Rpt. WorkCenter Defaults/Favorites Status Schedule Temp Injury Summary

Employee Properties
First Name: TK Last Name: PERSMGT
User-ID: fpe45172 SSN: 444-71-7346
Phone Number: Current Date SDA ID: DBMOW1
Open Date: 11/02/2003 Close Date:
Save Add Refresh

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4. To add a new employee, click the Add button. When an employee is transferring between teams, work centers, etc, use Team Management to move the employee. A new employee is someone who is not in the ATAAPS database. Each element is defined in the Help module. The instructor will explain each element for your notes. Double check the entries, for once saved, most elements cannot be changed through PM. The CSR must update the database. For example, the Open Date is the date the employee reports. It is the **first day of the pay period** that includes the effective date on the SF50. All other elements are contingent on this date and once entered cannot be backed up to an earlier date.

The image displays two screenshots of the ATAAPS Personnel Management system. The top screenshot shows the login status: 'Employee Information', 'Logged In As: PERSMGT, TK LIC: 1SMRD1', and 'Team: ORG46-D1'. The bottom screenshot is the 'Employee Information' form, which includes fields for First Name, Last Name, User-ID, SSN, Phone Nbr, Open Date (with a calendar icon), Default Labor (checked), Hazard, Retroactive Labor, Employee Type, Roster, Sda Identifier, Work Schedule, Premium, Favorites Required, and Graded/Ungraded status. A legend at the bottom indicates that red asterisks denote required fields and blue double asterisks denote fields that may be required depending on the employee type.

Employee Information

Logged In As: PERSMGT, TK LIC: 1SMRD1
Team: ORG46-D1

Employee Information

*First Name:

*Last Name:

User-ID:

*SSN:

Phone Nbr:

*Sda Identifier:

*Open Date:

*Work Schedule:

Default Labor: ☒

Premium: ☐

Hazard: ☐

Favorites Required: ☐

Retroactive Labor: ☐

*Graded: ☒

Ungraded: ☐ Initializes Shift Code to 1

*Employee Type:

*Roster:

Continue Cancel Help * Required Field ** May be required depending on Employee Type

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After all data elements are entered, click the Continue button. Messages will display at the bottom of the screen for missing or incorrect data.

The screenshot shows the 'Employee Information' form. Fields include First Name (MA), Last Name (NEWEMPLOYEE), User-ID (oracleissueduserid), SSN (444971871), Phone Nbr (555-55555), Sda Identifier (DBMOW1), Open Date (11/30/2003), Work Schedule (F - FULL-TIME), Default Labor (checked), Premium (checked), Hazard (checked), Favorites Required (unchecked), Retroactive Labor (checked), Graded/Ungraded (radio buttons), Employee Type (dropdown), and Roster (dropdown). At the bottom, there are 'Continue', 'Cancel', and 'Help' buttons. A legend indicates that red asterisks denote required fields and blue double asterisks denote fields that may be required depending on the Employee Type. Two red triangle icons point to the 'Employee Type' and 'Roster' dropdowns, with accompanying text stating: 'Employee Type is a required field. Roster is a required field.'

Make corrections and click Continue. The new employee's Permanent Tour screen displays.

This screenshot shows a portion of the 'Employee Information' form. It displays 'Open Date' (11/30/2003), 'Close Date', 'Period Length' (14), and 'Alternate Work Schedule' (0 - Not on AWS(5 days wk; 8 hrs)). There is an 'Update AWS' button.

This screenshot shows the 'Employee Information' form with a 14-day schedule grid. The grid has columns for Day, Duration, Night Diff, and Sunday Premium. The 'Duration' column shows 8.00 for all days. The 'Night Diff' column shows 0.00 for all days. The 'Sunday Premium' column shows 0.00 for all days. The 'Day' column lists days from Sunday to Saturday for 14 consecutive days. The 'Duration' column has checkboxes for each day. The 'Night Diff' column has dropdown menus for each day. The 'Sunday Premium' column has checkboxes for each day. At the bottom, there is a 'Total Scheduled Hours: 80.00' and a 'Calculate & Validate Total' button. Below the grid are 'Back', 'Save & Close', and 'Cancel' buttons.

Day	Duration	Night Diff	Sunday Premium
Sunday 1	<input type="checkbox"/>	0.00	0.00
Monday 2	<input checked="" type="checkbox"/>	8.00	0.00
Tuesday 3	<input checked="" type="checkbox"/>	8.00	0.00
Wednesday 4	<input checked="" type="checkbox"/>	8.00	0.00
Thursday 5	<input checked="" type="checkbox"/>	8.00	0.00
Friday 6	<input checked="" type="checkbox"/>	8.00	0.00
Saturday 7	<input type="checkbox"/>	0.00	0.00
Sunday 8	<input type="checkbox"/>	0.00	0.00
Monday 9	<input checked="" type="checkbox"/>	8.00	0.00
Tuesday 10	<input checked="" type="checkbox"/>	8.00	0.00
Wednesday 11	<input checked="" type="checkbox"/>	8.00	0.00
Thursday 12	<input checked="" type="checkbox"/>	8.00	0.00
Friday 13	<input checked="" type="checkbox"/>	8.00	0.00
Saturday 14	<input type="checkbox"/>	0.00	0.00

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The application defaults to the 0 – Not on AWS. Select the appropriate Alternate Work Schedule (AWS) and click Update AWS button. The 14-day tour will auto fill to the basic description of the AWS. Part-time employees will auto-fill to half time of a full time employee, e.g. 4-hour day, 20-hour week, 40-hour pay period. The default labor process will generate regular and holiday leave hours for fixed tours only. All variable tours must have ALL labor entered manually.

Day	Duration	Night Diff	Sunday Premium
Sunday	1	0.00	
Monday	2	0.00	
Tuesday	3	0.00	
Wednesday	4	0.00	
Thursday	5	0.00	
Friday	6	0.00	
Saturday	7	0.00	<input type="checkbox"/>
Sunday	8	0.00	
Monday	9	0.00	
Tuesday	10	0.00	
Wednesday	11	0.00	
Thursday	12	0.00	
Friday	13	0.00	
Saturday	14	80.00	<input type="checkbox"/>

Total Scheduled Hours: 80.00 Calculate & Validate Total

Back Save & Close Cancel

The above screen shot shows a variable tour of Maxiflex. The employee's time can vary from day to day as long as the regular and leave hours equal 80 for the pay period.

The next screen shot shows a fixed tour of Compressed Schedule. This is also known as the 5-4/9 plan. The employee may work 9-hour days and an 8-hour day to complete the 80 hours for the pay period. The application does not know which days will be the 9-hour days, so it defaults to 8 hours on all days. The user must set up the employee's scheduled tour by clicking the drop down and selecting the 9-hours.

For employees eligible for Night Differential (ND - normal work schedule includes hours between 6pm and 6am), it must be added to the schedule. ND for a variable tour is added in Labor window.

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Refer to the Time and Attendance Job Aid for a complete description of AWS codes.

Employee Information

Open Date: 11/30/2003 Close Date: Period Length: 14 Alternate Work Schedule: 6 - Compressed(80 hrs biwk; scheduled days)

Employee Information

	Day	Duration	Night Diff	Sunday Premium
Sunday	1	0.00	0.00	
Monday	2	8.00	0.00	
Tuesday	3	8.00	0.00	
Wednesday	4	8.00	0.00	
Thursday	5	8.00	0.00	
Friday	6	8.00	0.00	
Saturday	7	0.00	0.00	<input type="checkbox"/>
Sunday	8	0.00	0.00	
Monday	9	8.00	0.00	
Tuesday	10	8.00	0.00	
Wednesday	11	8.00	0.00	
Thursday	12	8.00	0.00	
Friday	13	8.00	0.00	
Saturday	14	0.00	0.00	<input type="checkbox"/>

Total Scheduled Hours: 80.00

Next screen shot after tour is changed to employee's scheduled days.

Employee Information

	Day	Duration	Night Diff	Sunday Premium
Sunday	1	0.00	0.00	
Monday	2	9.00	0.00	
Tuesday	3	9.00	0.00	
Wednesday	4	9.00	0.00	
Thursday	5	9.00	0.00	
Friday	6	8.00	0.00	
Saturday	7	0.00	0.00	<input type="checkbox"/>
Sunday	8	0.00	0.00	
Monday	9	9.00	0.00	
Tuesday	10	9.00	0.00	
Wednesday	11	9.00	0.00	
Thursday	12	9.00	0.00	
Friday	13	0.00	0.00	
Saturday	14	0.00	0.00	<input type="checkbox"/>

Total Scheduled Hours: 80.00

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5. Employee's Properties after successful save. Notice only Name and Phone Number fields are eligible for updating. The CSR must be contacted to correct any erroneous data.

The screenshot shows two forms from the ATAAPS Personnel Management system. The top form, titled "Employee Information", displays login details (Logged In As: PERSMGT, TK; UIC: 1SMRD1) and selection fields for Team (ORG46-D1) and Employee (NEWEMPLOYEE, MA). Below these are navigation buttons for "Team" and "Employee", and a "Work Center" field showing "ORG46 - ORG46-D1". A horizontal menu bar contains various options: Properties, Labor Properties, Tour Day, Perm. Tour, Team/Roster, Type, Rpt. WorkCenter, Defaults/Favorites, Status, Schedule, Temp, Injury, and Summary. The bottom form, titled "Employee Properties", contains fields for First Name (MA), Last Name (NEWEMPLOYEE), User-ID (oracleissueduserid), SSN (444-97-1871), Phone Nbr (555-5555), Current Date SDA ID (DEMOV1), Open Date (11/30/2003), and Close Date. At the bottom of this form are "Save", "Add", and "Refresh" buttons.

6. Labor Properties are to distinguish the employee's pay properties for each pay period. This is crucial for Retro pay entries.

The screenshot shows the "Labor Properties" form within the ATAAPS Personnel Management system. It features a horizontal menu bar with options: Properties, Labor Properties, Tour Day, Perm. Tour, Team/Roster, Type, and Rpt. WorkCenter. The form itself has a "Begin Pay Period" field set to "2003-Nov-30" with navigation buttons and a "PayPeriod" button. Below this is a section titled "Employee Labor Properties" containing several checkboxes: "Default Labor" (checked), "Premium Type Hours" (checked), "Hazard Available" (checked), "Favorites Required" (unchecked), and "Retro Labor" (checked). At the bottom are "Save" and "Apply To Future" buttons.


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7. Tour Day is a mirror image of the employee's Permanent Tour schedule. This is used if the employee is on different schedule for one pay period. The AWS may be changed and it affects only that pay period. For example, the 5-4/9 employee is in a travel status and must be on an 8 hour day / 40 hour week schedule. The tour is changed here. The next pay period will be a mirror image of the normal compressed AWS.

To change the tour, click the Book icon next to the Open Date.

Properties Labor Tour Perm. Team/Roster Type rpt. Defaults/Favorites SI
Properties Day Tour WorkCenter

Tour Day Information					
Add Tour:		<input type="text"/>		<input type="button" value="Add Tour"/>	
	Labor	Open Date	Close Date	Period Length	Alternate Work Schedule
<input type="checkbox"/>		11/30/2003	12/13/2003	14	6 - Compressed(80 hrs biwk; scheduled days)
<input type="button" value="DeleteRows"/>		<input type="button" value="Refresh"/>			

Open Date	Close Date	Period Length	Alternate Work Schedule	
11/30/2003	12/13/2003	14	6 - Compressed(80 hrs biwk; scheduled days)	<input type="button" value="Update AWS"/>

Scheduled Hours				
	Day	Duration	Night Diff	Sunday Premium
2003 Nov 30	Sunday	1	0.00	0.00
2003 Dec 01	Monday	2	9.00	0.00
2003 Dec 02	Tuesday	3	9.00	0.00
2003 Dec 03	Wednesday	4	9.00	0.00
2003 Dec 04	Thursday	5	9.00	0.00
2003 Dec 05	Friday	6	8.00	0.00
2003 Dec 06	Saturday	7	0.00	0.00
2003 Dec 07	Sunday	8	0.00	0.00
2003 Dec 08	Monday	9	9.00	0.00
2003 Dec 09	Tuesday	10	9.00	0.00
2003 Dec 10	Wednesday	11	9.00	0.00
2003 Dec 11	Thursday	12	9.00	0.00
2003 Dec 12	Friday	13	0.00	0.00
2003 Dec 13	Saturday	14	0.00	0.00
Total Scheduled Hours: 80.00				
<input type="button" value="Save & Close"/>		<input type="button" value="Refresh"/>		<input type="button" value="Cancel"/>

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Click the drop down and select the appropriate AWS code and click Update AWS.

Open/Close Dates

Open Date	Close Date	Period Length	Alternate Work Schedule	
11/30/2003	12/13/2003	14	2 - Gliding(5 days wk; 8 hrs)	Update AWS

Scheduled Hours

	Day	Duration	Night Diff	Sunday Premium
2003 Nov 30	Sunday	1	<input type="checkbox"/>	0.00
2003 Dec 01	Monday	2	<input checked="" type="checkbox"/>	8.00
2003 Dec 02	Tuesday	3	<input checked="" type="checkbox"/>	8.00
2003 Dec 03	Wednesday	4	<input checked="" type="checkbox"/>	8.00
2003 Dec 04	Thursday	5	<input checked="" type="checkbox"/>	8.00
2003 Dec 05	Friday	6	<input checked="" type="checkbox"/>	8.00
2003 Dec 06	Saturday	7	<input type="checkbox"/>	0.00
2003 Dec 07	Sunday	8	<input type="checkbox"/>	0.00
2003 Dec 08	Monday	9	<input checked="" type="checkbox"/>	8.00
2003 Dec 09	Tuesday	10	<input checked="" type="checkbox"/>	8.00
2003 Dec 10	Wednesday	11	<input checked="" type="checkbox"/>	8.00
2003 Dec 11	Thursday	12	<input checked="" type="checkbox"/>	8.00
2003 Dec 12	Friday	13	<input checked="" type="checkbox"/>	8.00
2003 Dec 13	Saturday	14	<input type="checkbox"/>	0.00

Total Scheduled Hours: 80.00

Save & Close Refresh Cancel

Verify tour and Save & Close.

Tour Day Information

Add Tour: Add Tour

	Labor	Open Date	Close Date	Period Length	Alternate Work Schedule
<input type="checkbox"/>		11/30/2003	12/13/2003	14	2 - Gliding(5 days wk; 8 hrs)

DeleteRows Refresh

The employee is on a Gliding Schedule for only that Pay Period. If known in advance, the tour can be added for that pay period by selecting the date from the drop down and clicking Add Tour. There may never be a need to alter Tour Day information. It is generated by accessing the employee's Labor record or through the Default Labor process.

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8. Permanent Tour is the employee's regularly worked schedule. Through the initial populating of the database, all existing employees default to '0 – not on AWS'. Therefore, the first task of the Timekeepers (TK) may be to change each employee's tour if they are on an AWS. Each employee must have an open Permanent Tour. Therefore, if the employee switches AWS or workdays, a new tour must be added. Only the last open tour may be deleted provided that no labor has been charged against it. The process to add a new Permanent Tour is similar to adding a new employee or the Tour Day discussed above. Clicking the Book icon displays the tour, but it cannot be changed.

Select the effective Pay Period Begin date from the drop down and click 'Add Tour'.



The screenshot shows the 'Permanent Tour Information' form. At the top, there are tabs: Properties, Labor Properties, Tour Day, Perm. Tour, Team/Roster, Type, Rpt. WorkCenter, and Def. The form has an 'Add Tour:' dropdown menu and an 'Add Tour' button. Below this is a table with columns: Open Date, Close Date, and Alternate Work Schedule. There is one row with a book icon in the first column, an open date of 11/30/2003, a blank close date, and the text '6 - Compressed(80 hrs biwk, scheduled days)'.

	Open Date	Close Date	Alternate Work Schedule
	11/30/2003		6 - Compressed(80 hrs biwk, scheduled days)

After new tour is added. Note the Close Date on the AWS of 6 and the Delete icon on the left of the new AWS of 2.



The screenshot shows the 'Permanent Tour Information' form after adding a second tour. The table now has two rows. The first row is the same as before. The second row has a delete icon (a circle with an X) in the first column, an open date of 01/11/2004, a close date of 01/10/2004, and the text '2 - Gliding(5 days wk; 8 hrs)'.

	Open Date	Close Date	Alternate Work Schedule
	11/30/2003	01/10/2004	6 - Compressed(80 hrs biwk, scheduled days)
	01/11/2004		2 - Gliding(5 days wk; 8 hrs)

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9. Team/Roster tab is view only. New assignments are accomplished using Team or Roster Management. Security access is granted to the responsible parties.

Properties Labor Properties Tour Day Perm. Tour Team/Roster

Employee Team Information		
Open Date	Close Date	Team
11/30/2003		ORG46-D1

Employee Roster Information		
Open Date	Close Date	Roster
11/30/2003		ORG40 - Fuel Cell Branch-D1

10. Type tab is view only. Contact your CSR to change an employee's type.

Properties Labor Properties Tour Day Perm. Tour Team/Roster Type Rpt. WorkCenter Defaults/Favorites

Employee Types			
Open Date	Close Date	Graded Ungraded	Employee Type
11/30/2003		Graded	Regular - Graded and Ungraded (general default)

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11. Reporting Work Center (WC) is used if an employee is authorized to charge some or all of their time to another WC's accounting data. The screen shots show an employee assigned to WC ORG46. The employee charges part of their time to work performed for ORG40. Adding ORG40 as a Reporting WC allows the employee to charge ORG40's accounting data. Click the Add button.

The screenshot shows the 'Employee Information' form. At the top, it displays 'Logged in As: PERSMGT, TK' and 'LIC: 1SMRD1'. Below this, the 'Team' is set to 'ORG46-D1' and the 'Employee' is 'NEWEMPLOYEE, IMA'. The 'Work Center' is 'ORG46 - ORG46-D1'. A navigation bar includes links for Properties, Labor Properties, Tour Day, Perm. Tour, Team/Roster, Type, Rpt. WorkCenter, and Defaults/Fav. Below the navigation bar is a table titled 'Employee Information' with columns: Delete, Open Date, Close Date, and Rpt Work Center. The table currently has one row with an 'Add' button and a 'Refresh' button below it.

The open date defaults to the current date. Click the calendar icon to change the date. The close date is blank and can be selected at any time when the employee's assignment is completed. Choose the Reporting WC from the drop down and click Save.

This screenshot shows the 'Employee Information' form after some data has been entered. The 'Open Date' is '12/02/2003' and the 'Close Date' is '12/2'. The 'Rpt Work Center' dropdown menu is open, showing 'ORG40 - Fuel Cell Branch-D1'. The 'Add' button is highlighted, and the 'Refresh' button is also visible.

Once Saved the Reporting WC cannot be changed. It can be deleted provided no labor has been charged against it.

This screenshot shows the 'Employee Information' form after the reporting work center has been saved. The 'Open Date' is '12/02/2003', the 'Close Date' is '12/2', and the 'Rpt Work Center' is 'ORG40 - Fuel Cell Branch-D1'. The 'Add' button is highlighted, and the 'Refresh' button is also visible.

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12. Defaults / Favorites serve two purposes. Defaults are required for regular and holiday leave type hours to generate an employee's timesheet through the default labor process. Provided the employee has a fixed tour schedule. Favorites provide a quick pick list of accounting elements in the employee's Labor window. If an employee is marked as a 'Favorites Only' in the properties tab, then the employee is forced to choose from this pick list. Further information is provided in the Labor window training section. The Defaults are also included in the pick list. There is no need to add a Favorite if the accounting elements are identical to a Default. The Type Hour Code included on the Default line is ignored in the pick list.

Establish at least two Defaults for each employee for which default labor will generate their timesheet. One for Regular and one for Holiday Leave Type Hours. Screen shots are shown below and the Help module explains each element.

Defaults/Favorites										
	Default	Open Date	Close Date	Work Center	Job Order	OP Code	Type Hour	Percentage	Prime	Injury#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/30/2003		ORG46	REGWORK	T1SMR	RG	100	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/30/2003		ORG46	BESOMR		LH	0	<input type="checkbox"/>	N/A

Save AddFavorite AddDefault DeleteRows Refresh

A Favorite is added in the screen shot below. Notice it does not have a Type Hour. Its open date precludes the employee from using it prior to December 14th.

Defaults/Favorites										
	Default	Open Date	Close Date	Work Center	Job Order	OP Code	Type Hour	Percentage	Prime	Injury#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/30/2003		ORG46	REGWORK	T1SMR	RG	100	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/30/2003		ORG46	BESOMR		LH	0	<input type="checkbox"/>	N/A
<input type="checkbox"/>	<input type="checkbox"/>	12/14/2003		ORG46	JOB011					

Save AddFavorite AddDefault DeleteRows Refresh

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13. Status, Schedule, Temp and Injury tabs are view only. Contact the CSR if a change is required.

Employee Status Information

Open Date	Close Date	Status
11/30/2003		ACTIVE

Schedule Information

Open Date	Close Date	Work Schedule
11/30/2003		FULL-TIME

Temporary Position Information

Open Date	Close Date	Temporary Position
11/30/2003		None

Injury Information

Open Date	Close Date	Injury Number
-----------	------------	---------------

14. The Summary tab shows all the tabs in one screen.

Employee Properties

First Name: IMA	Last Name: NEWEMPLOYEE
User Id: oracleissueduserid	SSN: 444-97-1871
Phone Nbr: 555-5555	Current Date SDA Id: DBMOV1
Open Date: 11/30/2003	Close Date:
Default Labor: <input checked="" type="checkbox"/>	Premium Type Hours: <input checked="" type="checkbox"/>
Hazard Available: <input checked="" type="checkbox"/>	Favorites Required: <input type="checkbox"/>
Retro Labor: <input checked="" type="checkbox"/>	

Employee Settings

	Description	Open Date	Close Date	Other
Team:	ORG46-D1	11/30/2003		
Roster:	ORG40 - Fuel Cell Branch-D1	11/30/2003		
Type:	Regular - Graded and Ungraded (general default)	11/30/2003		Graded
Rpt. Work Center:	ORG40 - Fuel Cell Branch-D1	12/02/2003		
Status:	ACTIVE	11/30/2003		
Work Schedule:	FULL-TIME	11/30/2003		
Temp Position:	None	11/30/2003		